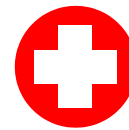




# Application Information



## What Services Do You Offer at the Department of Family and Children Services (DFCS)?

DFCS offers the following services:



### Food Assistance

Food Stamps are benefits that you can use to buy food at any store that has the EBT/*Quest* sign. We will subtract the price of your food purchase from your Food Stamp account.



### Cash Assistance/Employment Support Services

Temporary Assistance for Needy Families (TANF) provides cash assistance for a limited time, and other support services, to families with dependent children. Parents or caretakers who are included in the grant are required to participate in a work program.



### Medical Assistance

Medicaid, for those who are eligible, may help pay medical bills, doctor's visits, and Medicare premiums.

## How Do I Apply for Benefits?

### Step 1. Fill out the application.

Read the questions carefully and give accurate information. If you need help filling out the application, ask us. Sign and date the application.

### Step 2. Turn in the application.

Mail, fax, or bring the application to your local Department of Family & Children Services (DFCS) office. If you are eligible for benefits, they will be provided from the date that we get the application with your name, address and signature on it. The sooner we get it, the sooner you will know if you can get benefits.

### Step 3. Talk with us.

You may need to complete an interview with a case manager. If so, we will give you an appointment.

See the Frequently Asked Questions (blue box) for more information.

## Frequently Asked Questions

### How long does it take to get benefits?

Food Stamps: up to 30 days

TANF: up to 45 days

Medicaid: 10 to 60 days

You may be able to get Food Stamps within 7 days if you qualify.

### How much will I get?

Your income, resources, and family size determine benefit amounts. We will be able to give you specific information once we determine your eligibility.

### How will I get my benefits?

For Food Stamps and TANF, you will get an Electronic Benefit Transfer (EBT) card to access your benefits. For Medicaid, you will receive a medical card for each eligible member.

### What information do I need to bring to my interview?

It is a good idea to bring the following:

- Proof of who you are, like an ID card or driver's license
- Proof of US citizenship/alien status
- Social Security numbers of everyone requesting assistance
- Proof of income like pay stubs, child support, and income award letters
- Proof of expenses like rent receipts, lease agreement, mortgage statement, child care receipts, medical bills and child support payments

If you need help getting this information, please tell us.

### How do you use my personal information?

We will use your personal information to determine eligibility for the benefits you request. We also match your information against federal, state, and local records.

### Can someone else apply for me?

Yes, for Food Stamps and Medicaid, you may ask someone to apply for you. For TANF, anyone can apply but the parent or caretaker must be interviewed.



“In accordance with Federal law and U.S. Department of Agriculture (USDA) and U.S. Department of Health and Human Services (HHS) policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. Under the Food Stamp Act and USDA policy, discrimination is prohibited also on the basis of religion or political beliefs.”

To file a complaint of discrimination, you may contact DFCS Civil Rights Program, Two Peachtree Street, N.W., Suite 19-252, Atlanta, Ga. 30303, or call (404) 657-3735 or fax (404) 463-3978.

You may contact, Health and Human Services (HHS) Office of Civil Rights, Room 506F, 200 Independence Avenue, S.W., Washington, D.C. 20201 or call (202) 619-0403 (voice) or (202) 619-3257 (TTY).

For Food Stamps Only – You may contact United States Department of Agriculture (USDA), Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA and HHS are equal opportunity providers and employers.

### What Do the Words Used in the Application Mean?

This chart explains the words we have used in the application.

<b>Caretaker</b>	A parent, relative or legal guardian who applies for TANF for children in their care
<b>Disqualified</b>	The action taken to remove an individual from a Food Stamp or TANF case because they did not tell the truth and received benefits that they should not have received
<b>Electronic Benefit Transfer (EBT)</b>	The system used in Georgia to pay benefits to individuals who are eligible for Food Stamps or TANF. Individuals receiving assistance are issued an EBT debit card, which is used to withdraw cash benefits and to access their food stamp accounts
<b>Household Members</b>	Individuals who live in your home
<b>Income</b>	Payments such as wages, salaries, commissions, bonuses, worker's compensation, disability, pension, retirement benefits, interest, child support or any other form of money received
<b>Migrant Farm Workers</b>	Individuals who are seasonal farm workers and move from one home base to another to work or look for farm work
<b>Resources</b>	Cash, property, or assets such as bank accounts, vehicles, stocks, bonds, and life insurance
<b>Seasonal Farm Workers</b>	Individuals who work at certain times of the year planting, picking or packing produce. They are hired on a temporary basis when a job requires more workers than the farm employs on a regular basis
<b>Trafficking</b>	Selling or trading Food Stamp benefits for profit
<b>United States Citizenship and Immigration Services (USCIS)</b>	Agency formerly known as the Immigration and Naturalization Service (INS)